

Agency Directors

Agency director: An employee who leads an agency that is under the Personnel Authority of the Mayor. An agency director can also be a PMP supervisor or PMP reviewer.

Online PMP Menu Options

The Online PMP menu options assigned to you are based on your PMP roles.

Agency directors have access to the **SUBORDINATES** menu, which contains the following functions:

- **Add/Remove Subordinates**—This option allows agency directors to add new subordinates and remove former subordinates from their roster of subordinates. When you select this option, your subordinate list displays. Subordinates are added and released one at a time:
 - To add subordinates within your own agency, click **Add Subordinate**. The **Add Subordinate/Search for a Subordinate** screen displays. Search for a subordinate by typing in all or part of the first or last name. To view all subordinates within a specific agency, select the agency name from the drop-down box.
 - To remove a subordinate, click the radio button next to the name of the subordinate you wish to remove, and then click **Remove Subordinate**. After removing the subordinate, your updated list of subordinates will be displayed.
 - You cannot add a subordinate that has already been selected by another supervisor. If your subordinate is currently selected by someone else, contact that supervisor and ask him or her to release the subordinate. If the supervisor has separated from District government but did not release subordinates in Online PMP, email your agency's HR advisor with the name of the departed supervisor and the names of the subordinates. Your HR advisor will work with the DCOP Performance Management Unit to release the subordinates.
- **Performance Plan**—Agency directors select this option to create, revise, or print their subordinates' performance plans, and to access their subordinates' draft performance plans.
- **Performance Evaluation Form**—Agency directors select this option to create, revise, or print subordinates' performance evaluations, and to access their subordinates' self-evaluations.
- **Submission Status**—Agency directors select this option to view the submission status of performance plans and performance evaluations for the current fiscal year.
- **2nd-Level Review/Approval**—This function allows the agency director to access and approve the performance evaluations that have been approved by PMP supervisors.

Agency directors also have access to the **REPORTS** menu. Several agency-specific reports help the agency director monitor agency compliance, rating trends, etc. (See Appendix B for a list of Online PMP reports and descriptions of their functions.)

All PMP users have access to the **HELP** menu.

Reviewing Performance Evaluations

For information on reviewing performance evaluations, see page 24 in the “PMP Reviewer” section of this guide.

Creating Performance Evaluations

For information on creating performance evaluations for your subordinates, see page 18 in the “PMP Supervisor” section of this guide.

Agency Compliance

Monitoring Compliance with Online PMP Reports

Several reports help agency directors monitor agency compliance. The reports are created in Crystal Reports, a reporting software tool. Online PMP prompts you to load this software if it's not already loaded on your PC.

A limited number of Crystal Reports licenses are available in the District. If all licenses are currently being used, a prompt states, “There are not enough Concurrent Access Licenses to log you on.” Try to log on to the reports at another time. Off-peak hours of early morning and evening are best.

Close out of Crystal Reports as soon as you are done viewing or printing reports. This frees up the license for the next user.

Using Online PMP Reports

On the **GENERAL** menu, click **Reports**.

Select **Report Type** and **Fiscal Year** from the drop-down boxes.

Click **View Report** to access the report.

(See Appendix B for a list of Online PMP reports and descriptions of their functions.)



The screenshot shows a web application interface for the District of Columbia's Performance Management Plan (PMP). The header features a blue background with gear graphics and the 'Performance MANAGEMENT' logo. A left sidebar contains navigation links under 'SUBORDINATES' and 'GENERAL'. The main content area is titled 'Reports' and includes two dropdown menus for 'Select the Report Type' and 'Select a Fiscal Year', followed by a 'View Report' button. At the bottom left, there is a red star logo and the name of the Mayor.

SUBORDINATES
[Performance Plan](#)
[Performance Evaluation Form](#)
[Submission Status](#)

GENERAL
[Reports](#)
[User Profile](#)
[Help](#)
[Return to Applications Gateway](#)

Reports

Select the Report Type: Performance Plan - Submission Summary
Select a Fiscal Year: 2003

[View Report](#)


Anthony A. Williams,
Mayor
Government of the
District of Columbia

Online PMP Reports Menu

Compliance Rating Scales

Agency compliance with the PMP is included as a goal in each agency director's performance contract with the Mayor, and each agency director receives a numeric rating based on the agency's timely compliance with the PMP. The compliance rating scales established by the City Administrator are used to evaluate each agency's PMP compliance. (See Appendix C.)